# What is Enhanced Vendor Remittance?

This site allows state vendors to quickly and easily view and/or download detailed remittance information for payments issued by the Office of the Comptroller ("IOC"). Vendors can access all data that is available on a hard-copy warrant stub.
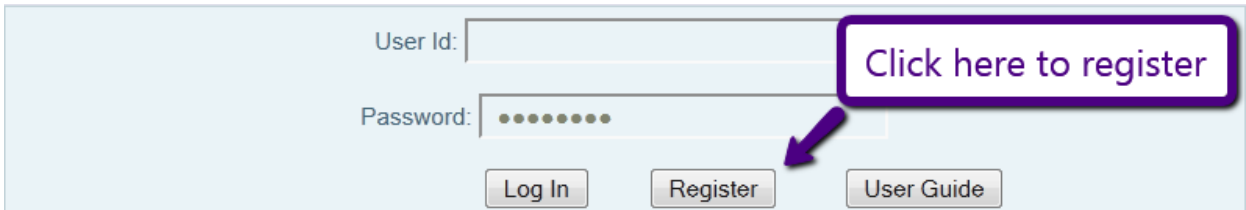
How do I sign up?

Vendors are required to sign up for access to the site. Currently, only vendors that are already receiving direct deposit via electronic funds transfer ("EFT") are eligible to register. All registration must be done via the online registration form on the website.

1. Navigate to http://www.illinoiscomptroller.com/
2. Hover over the **Financial Inquiries** menu, and then click on the **Enhanced Vendor Remittance** hyperlink.
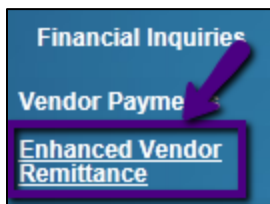
3. Click on the "Registration" button to access vendor registration.

4. Fill out the registration form in its entirety. All fields are required except for the payment notification fields, if payment notification is not chosen.

Taxpayer Identification No ••••••••• (Format: 999999999) Re-Enter Taxpayer Identification No •••••••••

Coordinator's First Name JOHN   Coordinator's Last Name DOE

Phone (217) 555 - 1212

E-Mail john.doe@ppinc.com

Coordinator Y   (ONLY VENDOR COORDINATORS SHOULD REGISTER USING THIS FORM)

Payment Notification? ● Yes   ○ No

Type of Notification? Text ▼

Cell Provider Verizon ▼

Cell Phone (217) 555 - 1212

5. Fill out the **FINANCIAL INSTITUTION INFORMATION** section. You must provide accurate information; this information will be verified against your direct deposit authorization information on file at the IOC. Check the acknowledgement box after reading, and agreeing, to the statement.
   IMPORTANT: *All bank information will be encrypted during transmission to the IOC.*
   NOTE: *The last five digits of your routing number INCLUDES the check digit.*

YOUR NAME
5555 Street Name
City, ST 12345   1001

On a personal check, this is how you can find the last five of the routing and last four of the account number.

Pay to the
Order of

Financial Institution
1000 Street Name
City, ST 12345

For

1:004 83835: ·003527942· 1001·

└ Routing   └ Account   └ Check Number
  Number   Number

ANYCOMPANY
1430 ANY STREET
ANYTOWN, CA 90000   101

On a business check, this is how you can find the last five of the routing and last four of the account number.

PAY TO THE
ORDER OF:

ANYTOWN BANK
1000 BANKING WAY
ANYTOWN, CA 90000

MEMO

·00000 10 1· 8 :000 245 78· 1 24 780 24 /00000000000/

└ AUXILIARY ┘ ↑ └ ROUTING/ ┘ └ ON-US /ACCOUNT # / CHECK SERIAL # ┘ └ AMOUNT ┘
  ON-US   EPC TRANSIT

65-46   44   43-32   43-32   POSITION 12-1

FIELDS ARE MADE UP OF POSITIONS

FINANCIAL INSTITUTION INFORMATION

For security reasons, we must verify the vendor's banking information. Please provide current financial institution information to verify your current ACH account. Feel comfortable that even though you are supplying us with this information, we take precautions to secure your information. The information that you provide to us is saved in an encrypted format.

⊞ Bank Routing Number (Last 5 Digits) •••••   Re-Enter Bank Routing Number (Last 5 Digits) •••••

⊞ Bank Account Number (Last 4 Digits) ••••   Re-EnterBank Account Number (Last 4 Digits) ••••

☑ I acknowledge that the content is truthful and accurate to the best of your knowledge. You further acknowledge that it is your intent that submission acts as your digital signature in place of your manual signature, and that your digital signature has the same legal effect as your manual signature.

6. Enter the **Verification Code** displayed in the graphic image. This prevents automated programs from attempting to register.

7. Click on the **Register Me!** Button.

8. You should receive an email allowing you to verify your email address; click on the **Verify E-Mail Address** link or copy and paste the full hyperlink into your browser navigation bar.

9. Create your **Password**, select a Security Question, and provide an Answer. Then click on the **Create Password** button.

10. Ensure that you are taken to the Enhanced Vendor Remittance login page and that you see the message "**Password Changed**".
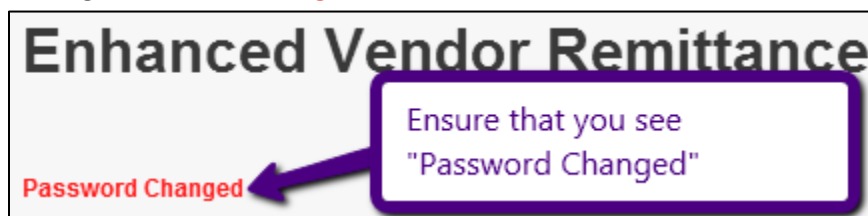
Once access is granted, the vendor's coordinator can create, grant, and suspend access for additional user accounts for that vendor (see **How do I manage my user accounts and payment notifications?**). Furthermore, the vendor can set email and/or text message payment notification options.

Once I sign up, how do I get in?

1. Navigate to http://www.illinoiscomptroller.com/
2. Hover over the **Financial Inquiries** menu, and then click on the **Enhanced Vendor Remittance** hyperlink.
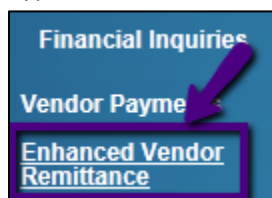
3. Enter your assigned User Id and Password in the corresponding fields, then click on the **Log In** button to securely sign in.

Enhanced Vendor Remittance

Vendor/Payee Alert:

Delays in GRF Payments

Please enter your UserId/Password below. You can look up the status of any bills you have sent the state for payment here.

Periodically, the warrant inquiry may not be available during non-business hours. The Registration page is not available from 10:00 PM to 11:59 PM.

If you do not yet have access to the Enhanced Vendor Application and you are authorized to act as the Vendor's Coordinator for this application, you can register by clicking on the **Register** button.

If you need for assistance with the Enhanced Vendor Application, click on the **User Guide** button.

Enter your email address and corresponding password, then click on the "Log In" button.

User Id: john.doe@ppinc.com

Password: ••••••••

[Log In]   [Register]   [User Guide]

How do I manage my user accounts and payment notifications?

1. Click on the **Manager Users** link on the **Vendor Summary** page.

Click here to manage users

BLANKET PO
||| Manage Users ||| User Guide ||| Help Videos ||| Log Off

2. Add or update information, as needed.

NOTE: The system only allows up to 6 coordinators. Any/all coordinators may receive payment

notifications; non-coordinators cannot receive payment notifications.

3. Click on the **Add/Modify/E-Mail Verification** button. If you have added new accounts, the email verification will be sent at this time.

What information can I obtain about my payments?

1. The **Vendor Summary** page is displayed first. This screen displays summary information regarding contracts, encumbrances, and expenditures.
    NOTE: *The expenditure amount represents vouchers that the IOC has approved for payment. The associated payment may not yet be issued.*

2. Click on the **Payments** button on the **Vendor Summary** page.
    NOTE: *You will see all of your available options on this row, based upon the security provided to your user ID.*

Fill out the Selection Criteria, Date Range, and Sort Criteria, then click on the **Find Warrants** button.

Fiscal Year *(July 1 through June 30) By clicking on the drop-down box, you may select previous fiscal yars information (available for the previous two fiscal years). The current fiscal year is defaulted*

Agency Number *You may request information for payments from or contracts withy a particular agency or request information for all agencies.*
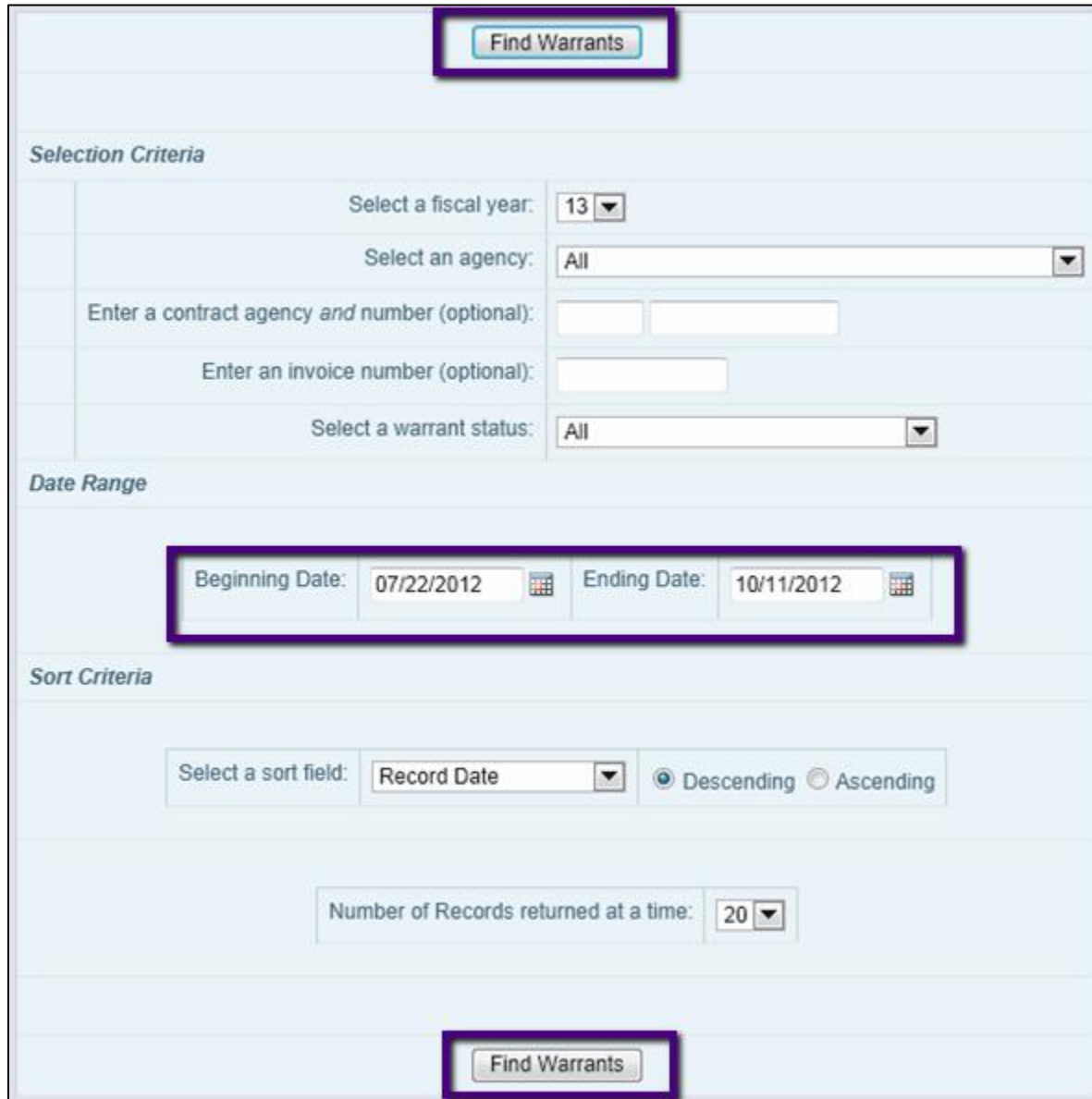
Contract Number *While you may specify a contract, it is not required. If you use a contract number, the number must be eleven (11) digits. If your contract number for a specific agency is NOT eleven digits, "prefix" your number with the last digit of the fiscal year. For example, 2013 would be "3", and as many zeros as necessary to equal eleven digits.*

Invoice Number *You may enter an invoice number, if you know what it is. This is the invoice number that the vouchering agency provides on the voucher that is sent to the Comptroller's Office. It may not necessarily be the invoice number that the vendor sent to the vouchering agency.*

Warrant Status *You may select a warrant status from the drop down box. The different statuses are defined at the end of this narrative. If no particular status is selected, the criteria will default to all. For most vendors, the all criteria is the best option.*

Beginning/Ending Date *You may enter a beginning and ending date range, if you are interested in a particular time period. The date range can be entered directly into the boxes (specify month/day/year as the format) or you can click the icon beside each box and select the desired dates from a calendar. Unless, specified otherwise, the dates are defaulted to the last 30 days.*

Sort Criteria   *Users can also specify the way they would like their results returned to them. You can select a field to sort on from the drop down box in the Sort Criteria area. The various sort criteria are: Record date (default), Warrant Number, Total Warrant Amount, Status or Paid Date. If you do not choose an option, the system will default to record date. You can also specify ascending or descending and you can specify the amount of warrants that you want returned at one time either: 10, 20, 30, 40 or 50. If you do not choose an option, the system will default to descending order in groups of 20.*

Find Warrants

Selection Criteria

Select a fiscal year:	13 ▼
Select an agency:	All ▼
Enter a contract agency *and* number (optional):		
Enter an invoice number (optional):	
Select a warrant status:	All ▼

Date Range

Beginning Date:	07/22/2012	Ending Date:	10/11/2012

Sort Criteria

Select a sort field:	Record Date ▼	◉ Descending ○ Ascending

Number of Records returned at a time:	20 ▼

Find Warrants

3. A listing of payments issued will be displayed. You can click on any **Warrant/EFT#** value to see detailed information for that payment.

    NOTE: *If the number of payments selected is more than 1,000, the system will now display a More Records button, allowing you to load additional items.*

    Warrant Number/EFT # *This is an identifier assigned to each payment transaction. Hardcopy warrants begin with a double alpha; EFT payments are all numeric. EFT Payments are indicated with a 7-digit number (these numbers usually start with a series of zeroes) and the Status and Last Action Date fields are blank. If there are no unusual circumstances or problems, funds for an EFT payment are transmitted to the payee's receiving bank two banking days after the Issue Date indicated. Hardcopy warrants are indicated with a 7-digit number preceded by two letters, usually "A". Hardcopy warrants are mailed the business day following the date indicated in the Issue Date field. Indicators in the Status field are defined at the end of this user guide. The most common indicators are "O" (Issued and Outstanding: The warrant has been written but has not been cashed by the payee) and "P". (Paid: The warrant has been cashed and cleared).*

    Addr Ind   *The address indicator represents the address provided by the vouchering agency for the payment. It can be A-Z, 0-9 or "*". Each address indicator represents a different zip code to which payments can be sent. There can be 36 different locations. The "*" represents all locations beyond the 36th location.*

    Zip Code   *This is the zip code reflected in the mailing address to which the warrant was sent.*

    Issue Date   *This is the date that the Comptroller's Office processed the payment. It is the date that appears on the hard copy warrant.*

    Payment Amount   *This is the total value of the disbursement transaction. It is the amount displayed on the hard copy warrant.*

    Voucher Number   *Every payment to a vendor has a voucher number. It is a number assigned by the State agency requesting that the disbursement be made.*

    Paid Date   *This represents the date that the State Treasurer cleared the warrant to be paid by the bank.*

Warrant/EFT#	Addr Ind	Zip Code	Issue Date	Payment Amount	Voucher Number	Paid Date
0001472	D	62450-2625	02/21/13	$10,463.99	330515775	
0010436	D	62450-2625	02/19/13	$60.63	33044A641	
0010437	D	62450-2625	02/19/13	$210.59	33044K567	

4. Review the detail information.

    Warrant Number/EFT # *This is an identifier assigned to each payment transaction. Hardcopy warrants begin with a double alpha; EFT payments are all numeric. EFT Payments are indicated with a 7-digit number (these numbers usually start with a series of zeroes) and the Status and Last Action*

Date fields are blank. If there are no unusual circumstances or problems, funds for an EFT payment are transmitted to the payee's receiving bank two banking days after the Issue Date indicated. Hardcopy warrants are indicated with a 7-digit number preceded by two letters, usually "A". Hardcopy warrants are mailed the business day following the date indicated in the Issue Date field. Indicators in the Status field are defined at the end of this user guide. The most common indicators are "O" (Issued and Outstanding: The warrant has been written but has not been cashed by the payee) and "P". (Paid: The warrant has been cashed and cleared).

Fiscal Year *(July 1 through June 30) By clicking on the drop-down box, you may select previous fiscal yars information (available for the previous two fiscal years). The current fiscal year is defaulted*

Issue Date *This is the date that the Comptroller's Office processed the payment. It is the date that appears on the hard copy warrant.*

Anticipated Direct Deposit Date *This is the date that the funds are expected to be deposited into the payee's bank account. This is usually Issue Date plus two business days.*

Invoice Date *This is the invoice date, as provided by the vouchering agency.*

Total Voucher *This is the gross payment amount, as provided by the vouchering agency.*

Total Offset *This is the total involuntary deduction amount.*

Total Fee *This is the total processing fee amount.*

Warrant Total *This is Total Voucher less Total Offset less Total Fee.*

Warrant Status *The current status of the payment. See the Warrant Status table at the end of the user guide.*

Agency *The code and name of the vouchering agency.*

Contract *The contract number, if applicable, as provided by the vouchering agency.*

Invoice *The invoice number, as provided by the vouchering agency.*

Voucher *The payment voucher number assigned by the vouchering agency.*

Agency Amount *This is the gross payment amount, as provided by the vouchering agency.*

Vendor *The vendor name, as provided by the vouchering agency.*

Name 2 *The vendor extended name, as provided by the vouchering agency.*

Address *The vendor payment address, as provided by the vouchering agency.*

Fund *The fund code from which the payment is being made, as provided by the vouchering agency.*

Agency *The agency code from which the payment is being made, as provided by the vouchering agency.*

Organization *The division/program code from which the payment is being made, as provided by the vouchering agency.*

Appropriation *The account code from which the payment is being made, as provided by the vouchering agency.*

Object *The detail object code from which the payment is being made, as provided by the vouchering agency.*

Amount *This is the payment amount associated with each detail object, as provided by*

the vouchering agency.

Appropriation Name   *The descriptive name associated with the account code provided by the vouchering agency.*

Beginning Date of Service   *The beginning date of service, as provided by the vouchering agency.*

End Date of Service   *The beginning date of service, as provided by the vouchering agency.*

Payment Voucher Description   *The payment description, as provided by the vouchering agency. Line 61 (if present) will be transmitted through the banking system as Electronic Data Interchange.*

Agency Contact Information   *The telephone number to call for more information, as provided by the vouchering agency.*
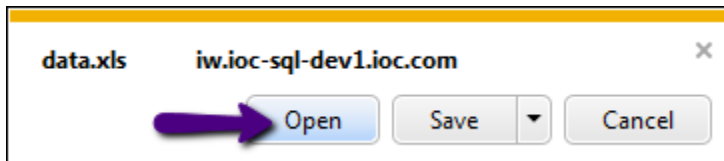
Warrant/EFT#: EF 0000664							
Fiscal Year:	2013		Issue Date:	08/21/12	Anticipated Direct Deposit Date:		08/23/2012
Invoice Date:	05/15/2012		Total Voucher:	$3,860.00		Total Offset:	$0.00
Total Fee:	$0.00		Warrant Total:	$3,860.00		Warrant Status:	

Agency	Contract	Invoice	Voucher	Agency Amount
541 - HISTORIC PRESERVATION AGENCY	2PRO2050003	324686-01	200003726	$3,860.00

Vendor	Name 2	Address
PRODUCTION PRESS INC		███ E. MORGAN ST. JACKSONVILLE ██ 62650-2546

IOC Accounting Line Details

Fund	Agency	Organization	Appropriation	Object	Amount	Appropriation Name	Beginning Date of Service	End Date of Service
0001	541	05	13020000	1302	$3,860.00	PRINTING	08/01/2011	06/30/2012

Payment Voucher Description

Line	Text
1	12 0001 05 0000004612 08/01/2011 06/30/2012 324686-01
2	PRINTING OF 2300 JOURNAL OF ILLINOIS HISTORY AUTUMN 2011 VOL
3	14 #3 INVOICE 324686-01
61	AUTUMN JOURNAL OF ILLINOIS HISTORY INV 324686-01

Agency Contact Information

217-785-9382

What if I need to download my payment information?

1. Click on the **Download to Excel** button on the **Vendor Warrant List** Page.

Click here to download
payment information

Download to Excel ?

2. If you see the following dialogue, just click on **Open** or **Save**.

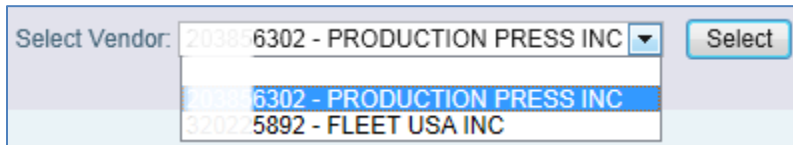data.xls   iw.ioc-sql-dev1.ioc.com   ×

Open   Save ▾   Cancel

3. Open your downloaded data in a program, such as Microsoft® Excel.
   NOTE: *Your data can now be sorted and/or filtered to suit your needs.*

What if I work with more than one Taxpayer Identification Number?

The Enhanced Vendor Remittance site allows users to work with multiple entities. If your user ID is associated with more than one vendor number (i.e. taxpayer identification number), the system will display a drop-down menu allowing you to select the appropriate entity.

How does the payment notification work?

Vendors can sign up to receive email or text alerts when payments are issued. The IOC will send a maximum of one alert per business day when the vendor receives a payment. The alert will summarize the count and total amount of payments issued for that date. Vendors can then log into the enhanced vendor remittance portal to obtain additional information.

Warrant Status Codes

O *Issued and Outstanding: The warrant has been written, but has not been cashed by the payee.*

P *Paid: The warrant has been cashed and cleared.*

A *Requested Agency Stop: A stop payment due to notification by the vouchering agency of non-entitlement.*

B *Requested Payee Stop: The payee/agency has asked for a stop payment because a replacement warrant has been requested.*

D *Confirmed Agency Stop: A confirmation of a stop payment due to non-entitlement.*

E *Escheated: The warrant is over a year old and is no longer valid.*

F *Confirmed Payee Stop: Confirmation of a stop payment is initiated due to a warrant replacement request.*

G *Escheatable: The warrant has been marked as escheated and is awaiting a status change to "E".*

H *Held: The warrant is being held from the mail at the vouchering agencys request.*

I *Void & Replaced: The warrant has been voided and replaced due to an involuntary withholding claim.*

J *Undeliverable: The warrant was returned by the postal service and is being held pending advice from vouchering agency.*

K *Request Payee Rescind Stop: The requested payee stop payment referred to in status "B" has been rescinded.*

Q *Canceled for Redeposit: The warrant has been canceled and redeposited in the fund.*

T *Canceled for Redeposit: The warrant has been canceled and redeposited in the fund because the warrant was undeliverable.*

V *Voided & Replaced: A warrant has been voided and replaced because the original was lost, mislaid, etc. The warrant must be less than one year old.*

W *Request Agency Rescind Stop: The requested agency stop payment referred to in status "A" has been rescinded.*